

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

**DEPARTMENT OF ADMINISTRATION
DIVISION OF NON-PUBLIC EDUCATION
HOME SCHOOLS UNIT**

Amend the program records retention and disposition schedule approved September 29, 2000 and amended approved January 31, 2005 and July 22, 2005 by amending items 36333, 36335, 36338 and 37797 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



Brenda LaPorte, Chief Records Officer
Department of Administration



Rod Helder, Director
Division of Non-Public Education



David Brook, Director
Division of Historical Resources

APPROVED



Britt Cobb, Secretary
Department of Administration



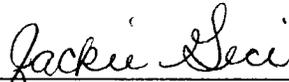
Lisbeth C. Evans, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

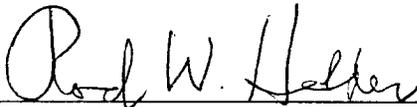
DEPARTMENT OF ADMINISTRATION
DIVISION OF NON-PUBLIC EDUCATION
HOME SCHOOLS UNIT

Amend the records retention and disposition schedule approved September 29, 2000 by changing the disposition instructions for Items 36333 as shown on substitute pages dated July 22, 2005.

APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration

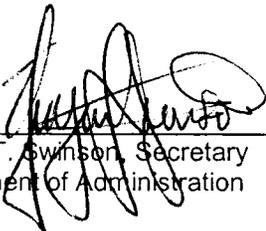


Rod W. Helder, Director
Division of Non-Public Education

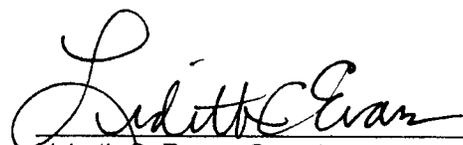


David Brook, Director
Division of Historical Resources

APPROVED



Gwynn T. Swinson, Secretary
Department of Administration



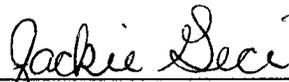
Lisbeth C. Evans, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF ADMINISTRATION
DIVISION OF NON-PUBLIC EDUCATION
HOME SCHOOLS UNIT

Amend the records retention and disposition schedule approved September 29, 2000 by changing the disposition instructions for Items 36335 and 36338 as shown on substitute pages dated January 31, 2005.

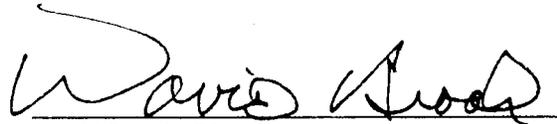
APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration

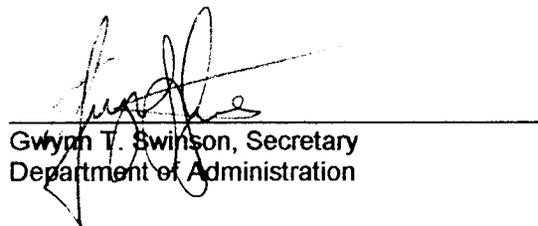


Rod W. Helder, Director
Division of Non-Public Education



David Brook, Director
Division of Historical Resources

APPROVED



Gwyn T. Swinson, Secretary
Department of Administration



Lisbeth C. Evans, Secretary
Department of Cultural Resources

DEPARTMENT OF ADMINISTRATION
DIVISION OF NON-PUBLIC EDUCATION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

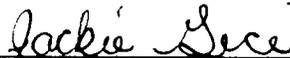
DIVISION OF NON-PUBLIC EDUCATION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

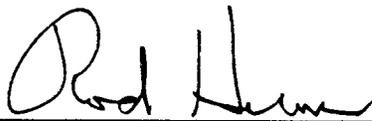
DIVISION OF NON-PUBLIC EDUCATION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Jackie Geci, Chief Records Officer
Department of Administration



Rod W. Helder, Director
Division of Non-Public Education



Jeffrey D. Crow, Director
Division of Archives and History

APPROVED



Katie G. Dorsett, Secretary
Department of Administration



Betty Ray McCain, Secretary
Department of Cultural Resources

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

September 29, 2000

KLS

**DEPARTMENT OF ADMINISTRATION
DIVISION OF NON-PUBLIC EDUCATION
HOME SCHOOLS UNIT**

ITEM 36333. Closed Home Schools File. Records concerning closed home schools. File includes initial notice of intent to operate, copies of correspondence (or notes) received from or sent to schools, school termination notices, and other related records. [Amended 08-02-07]

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after school is closed.

ITEM 36334. Home School Reports File. Postal cards voluntarily submitted by home schools when requested by the division. Reports include names and addresses of schools, school telephone numbers, names of chief administrators, enrollment information by age and sex, answers to questions designed to determine whether the statutory requirements for home schools are being met, signatures of chief administrators, and dates when reports were submitted to the division.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 36335. Home School Attendance Records File. Reference copies of attendance records completed by home schools and voluntarily submitted when requested by the division. File includes information regarding location of each school, school names, students' names, dates on which academic instruction and educational activities were conducted, signatures of chief administrators, and dates when reports were submitted to the division. (Original records are maintained at the school.) [Amended 08-02-07]

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 36336. Home School Inspection Records File. Home school inspection records completed by division representative during a school visit/conference meeting. File includes names and addresses of schools, school telephone numbers, names of chief administrators, enrollment information by age and sex, information indicating whether or not the school is a two-household school, number of providers, check list of the various home school statutory requirements, directions to schools, dates of inspection visits by division representatives, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 36337. Home School Standardized Test Reports File. Reports voluntarily completed by home schools' administrators and voluntarily submitted when requested by the division. Reports include names and addresses of schools, school telephone numbers, age and sex of each student, names and dates of tests administered, names and addresses of test administrators and scorers, information indicating whether or not the test manufacturers test time limitations and directions were strictly followed, questions relating to the testing location, dates indicating when reports were submitted, and signatures of the chief administrator.

**DEPARTMENT OF ADMINISTRATION
DIVISION OF NON-PUBLIC EDUCATION
HOME SCHOOLS UNIT**

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 36338. Home School Student Test Scores File. Reference copies of nationally standardized test results voluntarily submitted by schools when requested by the division. File includes the names of schools involved and test scores for individual students by student names. (Original records are maintained at the school.) (Comply with applicable provisions of G.S.115(c)-174.13 regarding confidentiality of records.) [Amended 08-02-07]

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 36339. Masters for Home School Information Packet File. Masters used in producing information packets given to individuals planning to establish a home school. Packets include Notices of Intent to Operate a School in North Carolina forms, reference copies of policies and procedures used in the registering and monitoring of such schools, reference copies of legal requirements for operating a home school, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 37797. Home School Inspection by Mail Program Forms File. Postal cards voluntarily submitted by home schools when requested by the division. Cards include names and addresses of schools, names and telephone numbers of chief administrators of each school, enrollment data, answers to questions designed to determine whether the statutory requirements for home schools are being met, signed agreements from schools indicating they will voluntarily mail attendance records and nationally standardized test results for enrolled student(s) to the division by June 30 each year, and other related records. [Amended 08-02-07]

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 38548. Open Home Schools File. Records concerning home schools currently operating in North Carolina. File includes initial notices of intent to operate, copies of correspondence (or notes) received from or sent to schools, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Closed Home Schools File (Item 36333) immediately after receiving school termination notice